

UNNUMBERED LETTERS ISSUED FOR THE MONTH OF APRIL 2002

Dated	Subject	Distribution
04-01-02	Business and Industry Guaranteed Loan Program Refinancing of Existing Guaranteed Loans	S/D
04-08-02	Fiscal Year 2004 Administrative Budget Initiatives	S/D
	RD Instruction 1940-G: State Natural Resource Management Guide	S/D
	Rural Business Enterprise Grant Program Empowerment Zones/Enterprise Communities and Rural Economic Area Partnerships Fiscal Year 2002 First Funding Round Selections	S/D
	Rural Business Enterprise Grant Program Lower Mississippi Delta Fiscal Year 2002 First Funding Round Selections	S/D
	Rural Business Enterprise Grant Program Native American Earmark Fiscal Year 2002 First Funding Round Selections	S/D
	Rural Business Enterprise Grant Program National Office Reserve Fiscal Year 2002 First Funding Round Selections	S/D
	Rural Business Enterprise Grant Program Television Demonstration Grant Funding Cycle Fiscal Year 2002	S/D
04-12-02	Administrative Budget Teleconference	S/D
	Administrative Budget Teleconference	N.O.Officials
	Rural Development Issuances on the Internet	RD Employees
04-15-02	Fiscal Year 2002 Program Loan Cost Allocation for Rural Business-Cooperative Service Business Programs	S/D

04-17-02	Pre-Tax Parking Benefit	RD Employees
	Business and Industry Guaranteed Loan Program Cooperative Agreement With the National Association of Government Guaranteed Lenders	S/D
04-22-02	Interest Rate Changes for Housing Programs and Credit Sales (Nonprogram)	S/D, D/D, C/S
04-23-02	Transit Subsidy Program	RD Employees
04-24-02	Rural Business Opportunity Grant Program Empowerment Zones/Enterprise Communities and Rural Economic Area Partnerships Earmark Fiscal Year 2002 First Round Funding Selections	S/D
	Rural Business Opportunity Grant Program Mississippi Delta Earmark Fiscal Year 2002 First Round Funding Selections	S/D
	Rural Business Opportunity Grant Program National Office Reserve Fiscal Year 2002 First Round Funding Selections	S/D
	Rural Business Opportunity Grant Program Native American Earmark Fiscal Year 2002 First Round Funding Selections	S/D

April 24, 2002

SUBJECT: Rural Business Opportunity Grant Program
Empowerment Zones/Enterprise Communities and
Rural Economic Area Partnerships Earmark
Fiscal Year 2002 First Round Funding Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the Empowerment Zones/ Enterprise Communities (EZ/EC) and Rural Economic Area Partnerships (REAP) earmark. There were 13 requests for funds competing for a total of \$721,925. We are pleased to announce that eight requests were selected for funding, totaling \$469,695, as follows:

State	Applicant	Amount Awarded
ME	Northern Maine Development Com.	\$50,000
GA	Southwest Georgia United EZ, Inc.	\$50,000
PA	Fayette County Community Action Agency	\$30,000
ND	Roosevelt-Custer Regional Council for Development	\$50,000
CA	Desert Alliance for Community Empowerment	\$50,000
IL	Southernmost Illinois Delta EZ	\$150,000
VT	Vermont Council on Rural Development	\$39,695
MI	Michigan Integrated Food & Farming Systems	\$50,000
	Total	\$469,695

All applications remaining on the EZ/EC/REAP earmark list from the first round funding cycle will compete in the second funding cycle unless we receive notification from the states to remove them. Any new request for the second funding cycle must be received in the National Office by close of business May 15, 2002, in accordance with RD Instruction 1940-L. Adequate project description and justification for all scores must be provided with each request.

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

Thank you for your efforts and continued support for the Rural Business Opportunity Grant Program.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

April 24, 2002

SUBJECT: Rural Business Opportunity Grant Program
Mississippi Delta Earmark
Fiscal Year 2002 First Round Funding Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the Mississippi Delta earmark. There were nine requests for funds competing for a totaling of \$619,900. We are pleased to announce that seven requests were selected for funding total \$530,600 as follows:

State	Applicant	Amount Awarded
MO	City of Cabool	\$20,000
TN	Tennessee Leadership, Inc.	\$12,000
IL	Southwestern Illinois Resource Conservation	\$67,000
IL	Southeastern Alliance of Illinois, Inc.	\$40,000
MO	City of Puxico	\$70,000
MO	Industrial Development Authority of Perry County	\$24,600
MO	Creative Communities	\$297,000
	Total	\$530,600

All applications remaining on the Mississippi Delta earmark list from the first round funding cycle will compete in the second funding cycle unless we receive notification from the States to remove them. Any new request for the second funding cycle must be received in the National Office by close of business May 15, 2002, in accordance with RD Instruction 1940-L. Adequate project description and justification for all scores must be provided with each request.

Thank you for your efforts and continued support for the Rural Business Opportunity Grant Program.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

April 24, 2002

SUBJECT: Rural Business Opportunity Grant Program
National Office Reserve
Fiscal Year 2002 First Round Funding Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the National Office Reserve. There were 52 requests for funds competing for a total of \$2,275,867. We are pleased to announce that 23 requests were selected for funding total \$1,055,674 (see attached).

All applications remaining on the National Office Reserve list from the first round funding cycle will compete in the second funding cycle unless we receive notification from the States to remove them. Any new request for the second funding cycle must be received in the National Office **by close of business June 28, 2002**, in accordance with RD Instruction 1940-L. Adequate project description and justification for all scores must be provided with each request.

Your efforts and continued support for the Rural Business Opportunity Grant Program is appreciated.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

Attachment

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

Rural Business Opportunity Grant Program
Fiscal Year 2002 National Office Reserve First Round Funding Selections

State	Applicant	Amount Awarded
CO	San Juan 2000 Development Assn.	\$24,000
MO	Kaysinger Basin RPC	\$50,000
ND	City of Harvey	\$50,000
AL	Crenshaw County Economic	\$50,000
IN	Premium Producers Assn.	\$50,000
ME	Northern Maine Tourism Development	\$50,000
VT	Vermont Sustainable Jobs Fund, Inc.	\$50,000
NC	Mountain Microenterprise Fund, Inc.	\$50,000
WI	Wisconsin Dept. of Ag Trade	\$50,000
SD	SD Ag Producers Ventures Co-op	\$37,500
TN	Sequatchie County-Dunlap Chamber of Commerce	\$5,400
OH	Corporation for OH Appalachian Development	\$49,284
AK	Workforce Development Center	\$30,037
TX	City Development Corp. of El Campo	\$50,000
GA	The Development Authority of Jefferson County	\$50,000
OR	City of Baker City	\$50,000
IA	Iowa Rural Water Association	\$50,000
NH	University of New Hampshire	\$50,000
NV	City of West Wendover (Multi-State Project with Utah)	\$100,000
MT	Powell County EDC	\$10,000
CA	California Assn. of Local ED	\$49,453
VA	Eastern Shore of Virginia PSA	\$50,000
NM	Siete del Norte CDC	\$50,000
	Total	\$1,055,674

April 24, 2002

SUBJECT: Rural Business Opportunity Grant Program
Native American Earmark
Fiscal Year 2002 First Round Funding Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the Native American earmark. There were six requests for funds competing for a total of \$509,152. We are pleased to announce that all six requests were selected for funding, totaling \$509,152, as follows:

State	Applicant	Amount Awarded
WI	Impact Seven, Inc.	\$50,000
SD	Rosebud Economic Development Corporation	\$50,000
AZ	Navajo Utah Commission	\$137,962
OR	Burns-Paiute Tribe	\$35,000
ME	Maine Indian Basket Makers Alliance	\$58,000
WI	Northwoods Nijjii Enterprise Commission	\$178,190
	Total	\$509,152

All new requests for the second funding cycle must be received in the National Office by close of business May 15, 2002, in accordance with RD Instruction 1940-L. Adequate project description and justification for all scores must be provided with each request.

Thank you for your efforts and continued support for the Rural Business Opportunity Grant Program.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

April 23, 2002

SUBJECT: Transit Subsidy Program

TO: All Employees Rural Development

The Transit Subsidy Program for Rural Development is operated by the information contained in Departmental Regulation 4060-002. To view or print a copy of this regulation go to the Department's regulation website at www.usda.gov/ocio/directives/DR.

As a reminder, employees who leave the Agency and participate in the Transit Subsidy Program are required to return unused fare media to their program coordinator. The program coordinator will calculate what the employee needs to return based on their departure date and the amount they receive at the quarterly fare media distribution. If the employee does not have enough fare media to repay Rural Development the amount owed, the program coordinator will accept a check made out to the "U.S. Treasury" for the remaining balance. Also, they need to fill out Form AD-1147, "U.S. Department of Agriculture Public Transportation Benefit Program Application," to cancel their subsidy.

If you have any questions concerning the Transit Subsidy Program, please contact your program coordinator Judy Steer at 202-692-0012.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator
for Operations and Management

EXPIRATION DATE:
April 30, 2003

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by e-mail on 04/24/02 at 1:45pm by SSD

April 22, 2002

SUBJECT: Interest Rate Changes for Housing Programs
and Credit Sales (Nonprogram)

TO: Rural Development State Directors,
Rural Development Managers,
and Community Development Managers

ATTN.: Rural Housing Program Director

The following interest rates, effective May 1, 2002 are changed as follows:

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
ALL LOAN TYPES		
Treasury Judgement Rate	2.240%	2.700

The Department of Treasury, working with Congress has eliminated the auction of the 52-week bill. The Treasury Judgement rate therefore is no longer based on this auction. The Treasury Judgement rate is now based on the weekly average 1-year Constant Maturity Treasury (CMT) yield. The rate is published by the Federal Reserve System, Board of Governors. The current rate shown above is as of the week ending 3/22/02. The actual judgement rate that will be used will be the rate for the calendar week preceding the date the defendant becomes liable for interest. This rate may be found by going to the Federal Reserve web site for the weekly average 1-year CMT yield (www.federalreserve.gov/releases/h15/data/wf/tcm1y.txt).

EXPIRATION DATE:
May 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

RURAL HOUSING LOANS

Rural Housing (RH) 502		
Low or Moderate	6.125	6.750
Single Family Housing		
(SFH) Nonprogram	6.625	7.250
Rural Housing Site		
(RH-524), Non-Self-Help	6.125	6.750
Rural Rental Housing and		
Rural Cooperative Housing	6.125	6.750

Please notify appropriate personnel of these rates.

(Signed by Arthur A. Garica)

ARTHUR A. GARCIA
Administrator
Rural Housing Service

Sent by Electronic Mail on 04/23/02 at 9:21 a.m. PAD.

April 17, 2002

SUBJECT: Pre-Tax Parking Benefit

TO: Rural Development Employees

The Office of Human Resources Management (OHRM) has notified us that we have the authority to offer a Pre-Tax Parking Benefit Program to all eligible employees. Attached please find a memorandum from Donna Beecher, Director, OHRM, outlining the authority to offer a Pre-Tax Parking Benefit Program as well as a two page question and answer sheet concerning what constitutes employee eligibility and other frequently asked questions.

For all eligible employees in the National Capital Region (NCR), please fill out the attached form for NCR applicants completely, using ink, and return the original to the Support Services Division (SSD) at Mail Stop 0742. Facsimile copies will **not** be accepted. Any forms that are not filled out completely will be returned to the sender.

For all eligible employees outside the NCR, please fill out the attached form for field applicants completely, using ink, and return the original to your Transit Coordinator. If you do not know who your Transit Coordinator is, please contact your state administrative office. Facsimile copies will **not** be accepted. Any forms that are not filled out completely will be returned to the sender.

If you have any questions concerning this program, please call Marge Adams, OHRM, at 202-720-3286 or Judy Steer, the mission area Transit Coordinator, at 202-692-0012.

(Signed by Sherie Hinton Henry)

SHERIE HINTON HENRY
Deputy Administrator for
Operations and Management

Attachments

EXPIRATION DATE:
April 11, 2003

FILING INSTRUCTIONS:
Administrative/Other Programs

February 28, 2002

Attachment 1

TO: Deputy Administrators for Management

FROM: Donna D. Beecher /s/ for Joseph Colantuoni
Director

SUBJECT: Pre-Tax Parking

The Office of General Council (OGC) has provided guidance that clarifies the authority and eligibility for employees to exclude certain parking expenses from their taxable income (pre-tax parking). This benefit is provided for by Executive Order 13150, Code of Federal Regulations 1.132-9, and 5 United States Code 7905.

Based on the above, any mission area/agency/staff office may authorize pre-tax parking for their eligible employees. Where there is a bargaining unit representation, mission areas/agencies/staff offices must fulfill any labor/management obligations.

For simplicity, we are providing this guidance in the attached question and answer format. If you have any questions please contact Marge Adams at (202) 720-3286 or e-mail: marjorie.a.adams@usda.gov.

Attachment

**PRE-TAX PARKING
QUESTIONS AND ANSWERS**

Attachment 2

Q: Which employees are eligible for pre-tax parking?

A: A. Employees who park at eligible parking locations and who also meet any of the additional qualifying criteria as presented here.

Q: What are eligible parking locations?

A: A metro-parking lot, commercial lot, privately owned parking lot, parking garage, parking meter, or employer provided parking.

Q: What are the additional qualifying criteria?

A: An employee must either take mass transportation, or ride in a vanpool, or in a carpool of two or more **persons** from the parking location to work.

Q: Can an employee driving a vanpool or carpool and parking in an eligible location be authorized pre-tax parking?

A: Yes. Example: The primary driver of a vanpool or carpool that parks in a commercial lot (or other eligible parking location), and whose members then walk to work is eligible for pre-tax parking.

Q: Can a single occupant of a vehicle who drives to work, parks at an eligible parking location, and does NOT take mass transportation, and does NOT ride in a vanpool or carpool from that location be authorized pre-tax parking?

A: No. The intent of the program is to encourage employees to use mass transportation, a vanpool, or carpool and to discourage the use of single occupancy vehicles to travel to work.

Q: How do employees apply for pre-tax parking?

A: Eligible employees should submit an application to their designated transit subsidy coordinator. The transit subsidy coordinator will submit the approved application to the servicing personnel office for inputting into the National Finance Center personnel/payroll system.

Q: Is a written policy required to implement pre-tax parking?

A: No.

Q: Is proof of the cost of parking required?

A: Yes. It may be in the form of a parking lot receipt or, if no receipt is provided, the application itself will suffice.

Q: Is the National Finance Center able to process pre-tax parking applications?

A: Yes. NFC instructions were previously provided to operating personnel offices on August 31, 1999, and remain in effective. The entry is done through the Allowance Screen of PRES (Payroll/Personnel Remote Entry System).

Q: What document is used to report the amount of an employee's pre-tax parking to the Internal Revenue Service?

A: The W-2 Form.

Attachment 3
U.S. DEPARTMENT OF AGRICULTURE
PRE-TAX PARKING APPLICATION
(Please type or print legibly in blue or black ink)

Field Applicant Information

Last Name: _____ First Name: _____ MI: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Work Address: _____

If applicable: Div/Unit _____ Rm#/Sub Unit: _____

City: _____ State: _____ Zip Code: _____

Work Telephone Number: _____ SSN: _____

Parking Facility **(Please provide the name of the parking facility that you use in the space below):**

Metro Lot _____ Private Lot _____ Public Lot _____

Parking Meter _____ Other(explain) _____

Employee Certification:

WARNING: This certification concerns a matter with the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal:

I certify that I am employed by the Department of Agriculture.

I certify that I am eligible for a pre-tax parking benefit.

I certify that the monthly pre-tax parking I am receiving does not exceed my monthly parking cost.

I certify that my usual monthly parking costs are: \$ _____

Employee **Original** Signature: _____ **Date:** _____

Parking Coordinator:

Name: _____ Title: _____

Signature: _____ Date: _____

PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved.

Attachment 4
U.S. DEPARTMENT OF AGRICULTURE PRE-TAX PARKING APPLICATION
(Please type or print legibly in blue or black ink)

National Capital Region Applicant Information

Last Name: _____ First Name: _____ MI: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Work Address: _____

If applicable: Div/Unit _____ Rm#/Sub Unit: _____

City: _____ State: _____ Zip Code: _____

Work Telephone Number: _____ SSN: _____

Parking Facility **(Please provide the name of the parking facility that you use in the space below):**

Metro Lot _____ Private Lot _____ Public Lot _____

Parking Meter _____ Other(explain) _____

Employee Certification:

WARNING: This certification concerns a matter with the jurisdiction of an agency of the United States and making a false, fictitious, or fraudulent certification may render the maker subject to criminal prosecution under Title 18, United States Code, Section 1001, Civil Penalty Action, providing for administrative recoveries of up to \$10,000 per violation, and/or agency disciplinary actions up to and including dismissal:

I certify that I am employed by the Department of Agriculture.

I certify that I am eligible for a pre-tax parking benefit.

I certify that the monthly pre-tax parking I am receiving does not exceed my monthly parking cost.

I certify that my usual monthly parking costs are: \$ _____

Employee **Original** Signature: _____ **Date:** _____

Parking Coordinator:

Name: _____ Judy Steer _____ Title: _____ Management Analyst _____

Signature: _____ Date: _____

PRIVACY ACT STATEMENT: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved.

April 17, 2002

SUBJECT: Business and Industry Guaranteed Loan Program
Cooperative Agreement With the National Association
of Government Guaranteed Lenders

TO: State Directors, Rural Development

ATTN: Business Programs Directors

RD Instruction 2000-PPP provided to you a copy of the September 27, 2000, executed cooperative agreement between the National Association of Government Guaranteed Lenders (NAGGL) and Rural Development. The purpose of the cooperative agreement is for the Rural Business-Cooperative Service and NAGGL to work together to encourage NAGGL lender members to provide business financing in rural areas through the Business and Industry (B&I) Guaranteed Loan Program for the purpose of bringing economic opportunities to under-served rural residents. The parties are to work together to identify ways to improve delivery of the B&I Guaranteed Loan Program, including efficient customer service.

Attached is an updated listing of NAGGL members. We encourage you to contact the lenders that do business in your State and make them aware of our program and how the program is administered and delivered in the State.

On a national basis, we participate in the NAGGL annual and semi-annual conferences to provide updates on the B&I Guaranteed Loan Program to lender members. The next semi-annual conference is scheduled for Tampa, Florida, April 30 to May 2, 2002.

(Signed by John Ross)

JOHN ROSSO
Administrator

Attachment

Sent by hard copy by DABP. (Attachment not automated, to request for a copy of the attachment you can contact Chris Humes at (202) 720-7287.)

EXPIRATION DATE:
Discard when no longer needed.

FILING INSTRUCTIONS:
Community/Business Programs

April 15, 2002

SUBJECT: Fiscal Year 2002 Program Loan Cost Allocation for
Rural Business-Cooperative Service Business Programs

TO: State Directors, Rural Development

ATTN: Business Programs Directors

This memorandum provides information concerning projected Fiscal Year (FY) 2002 program loan cost allocations for Business Programs. The total allocation for program loan costs was divided into six nontransferable program expense accounts. Below are the annual program loan cost expense funds available for Business Programs, and an explanation of the loan cost allocations is provided in the attachment.

Annual Appropriation/Appportionment

1. Nonrecoverable Program Costs - \$60,000
2. RBIL Guaranteed Financing Account - Recoverable - \$225,000
3. RDIF Liquidating Account (B&I Allocation) - Recoverable - \$294,000
4. RDLF Direct Financing Account - Recoverable - \$10,000
5. RDLF Liquidating Account - Recoverable - \$57,000
6. RDIF Business and Industry Direct Financing Account - Recoverable - \$25,500

All program loan cost funds will be held in the National Office. Any State needing to process a program loan cost expense must submit a request to the National Office to obtain funding. The National Office will monitor fund requests for each program expense account to prevent obligations and disbursements over the designated allocations in each of the accounts.

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

Please refer to the current Exhibit D of RD Instruction 2024-A, “Program Loan Cost Expenses,” to fully understand (1) where specific contractual and noncontractual program loan cost expenses should be charged, (2) if the cost is recoverable or nonrecoverable, (3) and what authorization is required. If program authority is required, specific information describing the situation must be furnished in order for program authority to be obtained at the National Office level.

You should submit a request by completing Exhibit D of RD Instruction 2024-A, “Program Loan Cost Expenses,” Attachment 2, and returning it to the National Office, Attention: Sylvia Neal, Business Programs (facsimile (202) 690-3808). Each request should include supporting documentation such as previous approvals, vouchers, and a brief written explanation of the need for funds.

If you have any questions concerning these procedures, please contact Sylvia Neal, Business Programs, (202) 720-2811.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs
Rural Business-Cooperative Service

Attachment

**RURAL BUSINESS-COOPERATIVE SERVICE
BUSINESS PROGRAMS**

**AN EXPLANATION OF FISCAL YEAR 2002
PROGRAM LOAN COST ALLOCATIONS**

The total allocation for program loan costs for Rural Business-Cooperative Service Business Programs is divided into six nontransferable program expense funds, each with its own specific purpose.

The six program expense funds and amounts available in each account are:

I. Nonrecoverable Program Loan Costs: \$60,000

This account includes nonrecoverable expenses incurred in administering Business and Industry (B&I) Guaranteed and Direct Loans, Rural Economic Development Loans, Drought and Disaster Loans, Disaster Assistance for B&I Loans, and Natural Disaster Loans. This account also constitutes a source of funding for general nonrecoverable expense items incurred in the servicing of Intermediary Relending Program (IRP) loans, Economic Opportunity Cooperative Loans, and other outstanding loans which were funded through this account by the Department of Health and Human Services before the account was transferred to the former Farmers Home Administration.

I. Rural Business and Industry Loans (RBIL) Guaranteed Financing Account: \$225,000

This account includes recoverable cost items associated with guaranteed loans and provides a source of funds for servicing loans obligated in 1992 and thereafter.

I. Rural Development Insurance Fund (RDIF) Liquidating Account (B&I Allocation): \$294,000

This account includes expense items which were identified as recoverable costs. It provides funding for servicing B&I Guaranteed and Direct Loans obligated prior to 1992, and it constitutes the largest recoverable cost account, based on the likelihood of greater servicing requirements for loans in this category.

I. RDLF Direct Financing Account: \$10,000

This account includes expense items which were identified as recoverable costs and provides funding for servicing direct IRP Loans made in 1992 and thereafter.

I. RDLF Liquidating Account: \$57,000

This account includes expense items which were identified as recoverable costs and provides funding for servicing RDLF Direct Loans made prior to 1992.

I. RDIF Business and Industry Direct Financing Account: \$25,500

This account includes expense items which were identified as recoverable costs and provides funding for servicing B&I Direct Loans made in 1992 and thereafter.

April 12, 2002

SUBJECT: Administrative Budget Teleconference

TO: Rural Development State Directors

ATTN: Administrative Program Directors

A teleconference has been scheduled for **Tuesday, April 16, 2002, from 2:00 p.m. to 3:00 p.m. EST**. To connect to the teleconference, please call **202-554-0199**. The access code is 2500 followed by the pound (#) sign. A total of 55 lines have been made available for this call, so please maximize the number of employees calling from each location.

The purpose of the teleconference is to discuss issues related to the FY 2002 administrative budget and the Foundation Financial Information System (FFIS). All State personnel who perform work on administrative budgets and/or FFIS for your area are encouraged to participate.

If you have issues of a general nature that you would like to have addressed, please relay your **requests no later than COB Monday, April 15, 2002**. General administrative budget issues may be sent to Deborah Watt at dwatt@rdasun2.rurdev.usda.gov. Issues relating to FFIS may be sent to the Fiscal Control Branch at fcbl@stl.rural.usda.gov. Due to time constraints, we may not be able to address specific questions regarding your State that do not pertain to the mission area as a whole.

Please call Deborah Watt at 202-692-0124 if you have any questions regarding the teleconference.

(Signed by Deborah B. Lawrence)

DEBORAH B. LAWRENCE
Acting Director
Budget Division

EXPIRATION DATE:
April 30, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by Electronic Mail on 04/12/02 at 12:01 p.m. by BD.

April 12, 2002

SUBJECT: Administrative Budget Teleconference

TO: National Office Officials

A teleconference has been scheduled for **Wednesday, April 17, 2002, from 10:00 a.m. to 11:00 a.m. EST**. The Teleconference Center in **Room 1605-S** has been reserved for use by employees in the South Building and the Whitten Building in Washington, DC. Only employees at other locations may dial into the teleconference by calling **202-554-0199**. The access code is 2501 followed by the (#) sign. A total of 20 lines are available, so employees are urged to maximize the number of employees calling from each location to ensure access for everyone who wants to attend.

The purpose of the teleconference is to discuss issues related to the FY 2002 administrative budget and the Foundation Financial Information System (FFIS). All National Office personnel who perform work on administrative budgets and/or FFIS for your area are encouraged to participate.

If you have issues of a general nature that you would like to have addressed, please relay your requests **no later than COB Tuesday, April 16, 2002**. General administrative budget issues may be sent to Deborah Watt at dwatt@rdasun2.rurdev.usda.gov. Issues relating to FFIS may be sent to the Fiscal Control Branch at fcf@stl.rural.usda.gov. Due to time constraints, we may not be able to address specific questions regarding your area that do not pertain to the mission area as a whole.

Please call Deborah Watt at 202-692-0124 if you have any questions regarding the teleconference.

(Signed by Deborah B. Lawrence)

DEBORAH B. LAWRENCE
Acting Director
Budget Division

EXPIRATION DATE:
April 30, 2002:

FILING INSTRUCTIONS:
Administrative/Other Programs

Sent by Electronic Mail on 04/12/02 at 12:02 p.m. by BD.

April 12, 2002

SUBJECT: Rural Development Issuances on the Internet

TO: All Rural Development Employees

The Regulations and Paperwork Management Branch (RPMB) maintains all the Rural Development Instructions, Administrative Notices (ANs), Procedure Notices (PNs), unnumbered letters (ULs), forms, and Form Manual Inserts (FMI) on the Internet. These documents can be found at <http://rdinit.usda.gov/regs>. This web site is considered the "official" web site for the above mentioned documents and will contain the most recently approved version. The Rural Utilities Service (RUS) maintains their Regulations, Bulletins, forms, and general information on a separate web site. RUS documents can be found at <http://www.usda.gov/rus/index2/rusregs.htm>.

All the Instructions are available in Postscript Definition File (PDF), Microsoft Word 6.0 (DOC), and Text file (TXT) formats. To access an Instruction, click on the Instructions link and a table of contents for all the Rural Development Instructions as well as any associated ANs will be accessible. All exhibits are available on the site, however, some exhibits are only available in PDF. If any Instruction has one of these PDF only documents, it will be listed under the title of the Instruction.

All the current ANs, PNs, ULs, forms and FMIs are available in PDF file format. ANs are available in the Instruction table of contents as well as listed separately under Administrative Notices. The PN's can be found under the Procedure Notices section. Individual PN's will be left on the Regulation Home Page for 6 months. The ULs can be found under the Unnumbered Letter section. The ULs are listed by month and have a table of contents for each month. The table of contents now has links to let you go directly to the letter of your choice. There is a box around each title, which can be clicked on to go directly to that letter. ANs and ULs will be removed on their expiration date, as they are no longer in effect and should not be used. If an AN still contains valid information after its expiration date, it should be re-issued or incorporated into the Instruction by the appropriate program office. Forms and FMIs can be found under the Forms section. The form will be listed with number and title. The FMI for each form will be listed after the form title.

EXPIRATION DATE:
April 30, 2003

FILING INSTRUCTIONS:
Administrative/Other Programs

In February of 2001, Rural Development, Farm Service Agency, and Natural Resources Conservation Service deployed a common Internet web site that contains forms for the three agencies. This web site provides a single Internet address and common search and retrieval functions for all available forms. The address of the web site is <http://www.sc.egov.usda.gov>. The agencies selected a common Internet form software application (OmniForms) to provide consistent presentation and form-use functionality. This tool supports on-line display and data entry as well as downloading to the user's computer where the data entered can be retained. The form document and data saved on customers' local hard drives may be retrieved and reused without having to revisit the web site. The site is currently undergoing modifications to allow for a conversion from OmniForm to Adobe Acrobat due to accessibility issues.

As you may be aware, we have discontinued hardcopy distribution of the above-mentioned documents. We do, however, send out e-mail notifications when changes occur to the web site. If you would like to be on the distribution list for these Regulation Updates, please send an e-mail with your e-mail address to comments@rus.usda.gov.

To facilitate the loading of ANs and ULs, RPMB will require that writers provide all ANs, ULs, and attachments to those documents to RPMB in Microsoft Word 97 on 3.5 inch diskette or via e-mail. This will allow us to easily convert these documents and load them on the Internet.

(Signed by Sharon Randolph)

SHARON RANDOLPH
Assistant Administrator for
Procurement and Administrative Services

Sent by fax on 04/16/02 at 10:16am by SSD

April 8, 2002

TO: State Directors
Rural Development

FROM: Arthur A. Garcia *(Signed by Arthur A. Garcia)*
Administrator
Rural Housing Service

John Rosso *(Signed by John Rosso)*
Administrator
Rural Business-Cooperative Service

SUBJECT: RD Instruction 1940-G:
State Natural Resource Management Guide

ATTN: State Environmental Coordinators

RD Instruction 1940-G, Exhibit B, requires that the State Natural Resource Management Guide (Guide) be reviewed and updated every two years. This is a function normally performed by the State Environmental Coordinator.

The Guide is an essential tool for program officials and applicants to use in the completion of environmental reviews within the State. The Guide provides information to aid in the location and identification of natural resources, land uses, and environmental issues that have been specified by Federal, State, or local authorities as deserving some degree of protection or special consideration. It also serves as an inventory of Federal, State, and local points of contact for consultation purposes and technical expertise. The Guide must be kept current if it is to be useful.

The attached list indicates the date of the most recent revision of the Guide received by the Program Support Staff from each State, as well as the due date for the next revision. A revised Guide is *past due one or more years* for several States. For States whose Guide is past due, please fax or e-mail a schedule for completing the revision within 10 working days from the date of this letter to Sue Wieferich, Program Support Staff. Fax: (202) 690-4335. E-mail: sue.wieferich@usda.gov. If you have any questions, please contact Sue Wieferich at (202) 720-9647 or Brian LaFlamme at (202) 720-9656.

Attachment

EXPIRATION DATE:
April 30, 2003

FILING INSTRUCTIONS:
Administrative/Other Programs

Natural Resource Management Guides
status as of 3/7/02

State Office	State	Year Last Revised	Month	Year Next Revision Due
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Due in 1994				
UT	Utah	1992	June	1994
HI	American Somoa	None		
HI	Marshalls	None		
HI	Palau	None		
HI	Pohnpei	None		
Due in 1996				
NC	North Carolina	1994	August	1996
Due in 1997				
DE	Delaware	1995	June	1997
DE	Maryland	1995	June	1997
Due in 1998				
AZ	Arizona	1996	April	1998
FL	Virgin Islands	1996	November	1998
HI	Guam	1996	August	1998
HI	Hawaii	1996	July	1998
OR	Oregon	1996	June	1998
Due in 1999				
GA	Georgia	1997	July	1999
IN	Indiana	1997	August	1999
NE	Nebraska	1997	September	1999
NY	New York	1997	July	1999
PA	Pennsylvania	1997	December	1999
Due in 2000				
AL	Alabama	1998	October	2000
AR	Arkansas	1998	February	2000
KS	Kansas	1998	November	2000
LA	Louisiana	1998	December	2000
MS	Mississippi	1998	October	2000
ND	North Dakota	1998	November	2000
PR	Puerto Rico	1998	September	2000

State Office	State	Year Last Revised	Month	Year Next Revision Due
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TN	Tennessee	1998	October	2000
WV	West Virginia	1998	November	2000
Due in 2001				
AK	Alaska	1999	March	2001
CA	California	1999	October	2001
MN	Minnesota	1999	February	2001
NJ	New Jersey	1999	January	2001
NM	New Mexico	1999	January	2001
OK	Oklahoma	1999	January	2001
VT	New Hampshire	1999	December	2001
VT	Vermont	1999	August	2001
Due in 2002				
FL	Florida	2000	April	2002
IA	Iowa	2000	July	2002
IL	Illinois	2000	December	2002
KY	Kentucky	2000	September	2002
MA	Connecticut	2000	August	2002
MA	Massachusetts	2000	August	2002
MA	Rhode Island	2000	August	2002
MI	Michigan	2000	March	2002
MO	Missouri	2000	October	2002
NV	Nevada	2000	January	2002
OH	Ohio	2000	September	2002
TX	Texas	2000	April	2002
VA	Virginia	2000	January	2002
WA	Washington	2000	February	2002
WI	Wisconsin	2000	March	2002
WY	Wyoming	2000	September	2002
Due in 2003				
CO	Colorado	2001	January	2003
ID	Idaho	2001	February	2003
ME	Maine	2001	January	2003
MT	Montana	2001	May	2003
SC	South Carolina	2001	February	2003
SD	South Dakota	2001	January	2003

April 8, 2002

SUBJECT: Fiscal Year 2004 Administrative Budget Initiatives

TO: Deputy Under Secretary for Operations and Management
Deputy Under Secretary for Policy and Planning
Deputy Administrator for Community Development
Deputy Administrator for Operations and Management
Rural Development State Directors
Rural Development Administrators
Executive Director, National Sheep Industry Improvement Center

The purpose of this memorandum is to obtain information on budget initiatives for Fiscal Year (FY) 2004. This information will be used to formulate the FY 2004 Salaries and Expenses Budget.

The attached form should be used to document your recommendations for initiatives to be requested in the FY 2004 Salaries and Expenses Budget. Please provide sufficient information to allow for a full evaluation of the initiative and to ensure accuracy if included in the agency budget submission. Special emphasis should be given to your description of a new requirement. Your discussion should include a brief, concise description of the initiative, how it contributes to the mission area objectives, and what benefits in terms of savings or increased efficiency may be realized from it. In essence, this language will be used to justify or sell the request in the budget presentation. A sample form is provided for your guidance.

The budget guidance received from the Office of Budget and Program Analysis (OBPA) and Office of Management and Budget (OMB) typically allows us to only request funding increases for the annual Federal pay raise and special needs/initiatives. Based on past experience, funding requests for comprehensive initiatives that address specific problems recognized by Congress or OMB have the best chance of being approved. On the other hand, general requests for increases in staff or travel funds usually do not receive priority during the budget review process due to the overwhelming demand for scarce resources.

In order to maximize our chances to receive priority consideration for our budget needs, we will once again be highlighting our special needs by requesting information for the FY 2004 budget in the form of complete initiatives. ***You do not need to address initiatives already in your funding base (Fiscal Year 2002 initial allotment), only those initiatives that are new or will be significantly changed or expanded.***

EXPIRATION DATE:
May 1, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

Please mail your initiatives and supporting data to the Rural Development Budget Division, Attention: Administrative Programs Branch, STOP 0722, 1400 Independence Avenue, SW, Washington, DC 20250, by COB Friday, April 30, 2002. You may also fax them to 202-692-0126. Because we have a fixed deadline from the Department for the submission of the mission area's FY 2004 budget request, it is imperative that your information be received by the Budget Division by April 30 for it to be given the full consideration it merits. Requests received after the deadline cannot be adequately analyzed and included in the overall mission area budget request. If you have any questions, please call Deborah B. Lawrence at 202-692-0122.

(Signed by Michael E. Neruda)

MICHAEL E. NERUDA
Deputy Under Secretary
for Rural Development

Attachment

Sent by Electronic Mail on 04/8/02 at 11:45am EST by BD.

BUDGET INITIATIVE
FISCAL YEAR 2004 BUDGET ESTIMATE

PROPOSING ALLOTTEE: _____

LEGISLATIVE CHANGE REQUIRED? ____ Yes ____ No

1. Title of Initiative.

2. Concise Description of additional resource requirement. (Briefly describe the initiative and the reason funds are being requested in FY 2004. If this initiative will require resources after FY 2004, attach a list of the essential events or major milestones with appropriate dates. Include any estimated program benefits resulting from this initiative. Use bullet paragraphs and short statements or charts/tables, if helpful. Attachments should be limited to one page.)

3. Specify the contribution to agency objectives. (Relate to Government Performance and Results Act Goal if possible.)

4. Additional Resources Required. *Use the following table to show additional resources required above your FY 2002 initial allotment as a result of this initiative.* If you are requesting staff years as part of this initiative, please provide additional information on the grade level and geographic location of each staff year (DC, St. Louis, or Field). Based on this data, the Budget Division will compute the Salary and Benefit costs.

	FY 2003	FY 2004
Staff years		
Travel \$		
Contract \$		
Other \$		
Total \$		

5. Savings as a result of this initiative. Estimate potential savings (staff years and dollars) if this initiative is funded. Please explain if the potential savings are in a program account.

6. Point of Contact. Please list the name and telephone number of the person who could provide additional information on this initiative.

April 8, 2002

SUBJECT: Rural Business Enterprise Grant Program
Empowerment Zones/Enterprise Communities and
Rural Economic Area Partnerships
Fiscal Year 2002 First Funding Round Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the Empowerment Zones/Enterprise Communities (EZ/EC) and Rural Economic Area Partnerships (REAP). The National Office received 21 requests for funds totaling \$3,724,867. We are pleased to announce that 20 requests were selected for funding. They are as follows:

State	Applicant	Amount Awarded
VT	Town of Brighton	\$65,000
MS	Town of West	\$85,000
ND	City of St. John	\$11,250
CA	City of Coachella	\$95,000
IL	County of Alexander	\$185,000
PA	Lock Haven University of Pennsylvania	\$50,000
WV	Precision Services, Inc.	\$100,000
SD	Oglala Oyate Woitanacan Empowerment Zone	\$496,534
ME	Northern Maine Development Commission	\$14,800
OR	Sunny Wolf Community Response Team	\$140,000
OK	Johnston County Industrial Authority	\$495,000
CA	City of Watsonville (Mainstreet)	\$99,000
MS	Cleveland-Bolivar County Chamber of Commerce	\$450,000
IL	County of Johnson	\$141,000
VT	Town of Hardwick	\$55,768
WV	West Virginia Citizen's Conservation Corp.	\$101,130
CA	Desert Alliance for Community Empowerment	\$99,000
IL	Southernmost Illinois Delta Empowerment Zone	\$199,400
CA	City of Watsonville (Training Program)	\$194,723
IL	Pulaski County Development Association, Inc.	\$247,300
	TOTAL	\$3,324,905

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

Projects selected under the EZ/EC and REAP earmark must use the type of assistance code “145” when obligating. The next deadline for EZ/EC and REAP requests is close of business May 15, 2002; approximately \$3.6 million will be available for competition. All requests must be e-mailed to Amy Cavanaugh (Amy.Cavanaugh@usda.gov) by close of business May 15, 2002.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

April 8, 2002

SUBJECT: Rural Business Enterprise Grant Program
Lower Mississippi Delta
Fiscal Year 2002 First Funding Round Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the Lower Mississippi Delta earmark. The National Office received 11 requests for funds totaling \$2,738,856. We are pleased to announce that four requests were selected for funding. They are as follows:

State	Applicant	Amount Awarded
TN	Tiptonville Main Street Association	\$100,000
LA	Town of Ferriday	\$284,080
MO	University of Missouri Delta Center	\$99,900
IL	Southern Illinois Research Park, Inc.	\$200,000
	Total	\$683,980

Projects selected under the Lower Mississippi Delta earmark must use the type of assistance code "313" when obligating. The next deadline for Lower Mississippi Delta requests is close of business May 15, 2002; approximately \$316,020 will be available for competition. All requests must be e-mailed to Amy Cavanaugh (Amy.Cavanaugh@usda.gov) by close of business May 15, 2002.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

April 8, 2002

SUBJECT: Rural Business Enterprise Grant Program
Native American Earmark
Fiscal Year 2002 First Funding Round Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the Native American earmark. There were ten requests for funds totaling \$1,207,444 that competed in the first funding cycle. We are pleased to announce that all requests were selected. They are as follows:

S t a t e	Applicant	Amount Awarded
	AZ	White Mountain Apache Tribe
	SD	Rosebud Economic Development Corporation
	WI	Ho-Chunk Nation
	NE	Ho-Chunk CDC
	NM	Navajo Nation Alamo Chapter
	ID	Nez Perce Tribe
	OR	Confederated Tribes of the Warm Springs
	NM	Pueblo of Santa Ana
	AZ	Northern Arizona University CAIED
	SD	The Pine Ridge Area Chamber of Commerce
	TOTAL	\$1,207,444

Projects selected under the Native American earmark must use the type of assistance code "310" when obligating. The next deadline for the Native American requests is close of business May 15, 2002; approximately \$1.5 million will be available for competition. All requests must be e-mailed to Amy Cavanaugh (Amy.Cavanaugh@usda.gov) by close of business May 15, 2002.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

April 8, 2002

SUBJECT: Rural Business Enterprise Grant Program
National Office Reserve
Fiscal Year 2002 First Funding Round Selections

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the first funding cycle for the National Office Reserve. The National Office received 28 requests for funds totaling \$2,237,712. We are pleased to announce that 13 requests were selected for funding. They are as follows:

State	Applicant	Amount Awarded
VA	Lee County Industrial Development Authority	\$81,180
ME	Town of Lincoln	\$60,000
SD	Burke Community Club, Inc.	\$99,000
MO	Missouri Corn Growers	\$99,500
WI	Columbia County Economic Development Corporation	\$99,150
MI	Great Lakes Pork Cooperative (Multi-State)	\$90,000
ND	University of North Dakota Center for Innovation	\$72,400
IA	Iowa Northland Regional Council of Governments	\$198,185
NE	City of South Sioux City	\$86,410
VT	Vermont State Colleges	\$69,450
NH	Women's Rural Entrepreneurial Network	\$99,000
OR	Port of Gold Beach	\$47,500
GU	Pacific Rim Workforce Development Association	\$25,000
	Total	\$1,126,775

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

Rural Business Enterprise Grant Program

2

The next deadline for the National Office Reserve requests is close of business June 28, 2002; approximately \$1.2 million will be available for competition. All requests must be e-mailed to Amy Cavanaugh (Amy.Cavanaugh@usda.gov) by close of business June 28, 2002.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

April 8, 2002

SUBJECT: Rural Business Enterprise Grant Program
Television Demonstration Grant Funding Cycle
Fiscal Year 2002

TO: State Directors, Rural Development

ATTN: Business Programs Directors

We have recently completed the Television Demonstration Grant funding cycle. There were five requests received for funds totaling \$2 million. We are pleased to announce that all requests, which competed, were selected for funding. They are as follows:

State	Applicant	Amount Awarded
OR	Oregon Public Broadcasting	\$400,000
ME	Maine Public Broadcasting Corporation	\$400,000
VT	Vermont ETV, Inc. d.b.a. Vermont Public Television	\$400,000
AK	Alaska Public Broadcasting Service	\$400,000
ND	Prairie Public Broadcasting	\$400,000
	Total	\$2,000,000

Projects selected under the Television Demonstration Grant Program should be obligated with a type of assistance code 155.

(Signed by William F. Hagy III)

WILLIAM F. HAGY III
Deputy Administrator
Business Programs

EXPIRATION DATE:
September 30, 2002

FILING INSTRUCTIONS:
Community/Business Programs

April 1, 2002

SUBJECT: Business and Industry Guaranteed Loan Program
Refinancing of Existing Guaranteed Loans

TO: State Directors, Rural Development

ATTN: Business Programs Directors

This is in regard to refinancing of existing Business and Industry (B&I) Guaranteed Loans.

While there are no explicit regulatory or statutory provisions prohibiting the refinancing of B&I Guaranteed Loans made in previous fiscal years, program funds are limited this fiscal year, and it is always advisable to maximize the use of available authority. To achieve this objective, strong consideration should be given to executing transfers and assumptions of existing B&I loans from old borrowers to new borrowers, as opposed to simply refinancing those loans when the proposed refinancing is not the sole purpose of the loan request. Transfers and assumptions made at different rates and terms, in accordance with RD Instruction 4287-B, section 4287.134, are an available alternative, provided the requirements in that section are satisfied.

In any transfer and assumption, it is important to ensure that the entire balance of the loan is transferred and assumed and any additional new loan amount is properly obligated. While lenders may argue that refinancing of the entire amount will present them with an opportunity to secure the best possible protection or lien position, such is not necessarily the case. If there are no intervening liens in existence or collateral is sufficiently abundant to handle all lien claims, even at distressed sale prices, loan repayment is protected.

When the existing B&I Guaranteed Loan is with a different lender, a substitution of lender would have to be executed, in accordance with RD Instruction 4287-B, section 4287.135, before a transfer and assumption could be completed. The proposed new guaranteed lender would most likely prefer this in order to obtain the best possible lien position.

EXPIRATION DATE:
September 30, 2003

FILING INSTRUCTIONS:
Community/Business Programs

In either case, the regulations require the proposed lender to repurchase the guaranteed portion(s) of the loan from any holder. All transfers and assumptions must be made in accordance with RD Instruction 4287-B, section 4287.134. When comparing the refinancing cost to the borrower versus a transfer and assumption, remember that there is no guarantee fee associated with a loan balance that is transferred and assumed.

We strongly encourage you to make your best effort to conserve guaranteed loan funds whenever possible. If you have any questions, please contact the Business and Industry Division Processing or Servicing Branches, (202) 690-4103.

(Signed by John Rosso)

JOHN ROSSO
Acting Administrator